

Instructions for Submitting FORMS II LiteTM XML TR/COCs for Summarizing Non-CLP Analytical Services

FORMS II Lite users may submit ANSETS data using the FORMS II Lite Traffic Report/Chain of Custody Form (TR/COC) export. The following are general instructions for exporting FORMS II Lite data. If you have questions or need assistance, please contact Elizabeth Holman at (703) 603-8761, or the FORMS II Lite Help Desk at (703) 818-4200.

Entering Appropriate Information into FORMS II Lite

Use the Wizard to enter data into Steps 1 through 7. For more information on this process, please see the FORMS II Lite User's Guide, which is provided in PDF format on the installation CD.

Note: In Step 1, be certain that required ANSETS fields are completed: State; Project Number; Regional Project Code; DAS Number; CERCLIS; Op Unit; Site Action; Funding Lead; EPA Project Leader; and Sampling Company.

Creating a TR/COC Export

The Export TR button is available on the "Print/View a Specific TR" screen (this is the last screen of the Wizard) and is also available by selecting "Print/Preview TR" from the "Reports" option under the "Tools" section of the main menu bar.

- a. Click on the "Export TR" button.
- b. A list of available TR/COCs for the current site will be displayed in the "Export TR" window. Select the TR/COC(s) you would like to send for ANSETS, check the box for "Include Site and Field QC Information", then click "Export TR".
- c. Select the drive and directory where the file will be saved, and make a note of the location.
- d. Name the file with the site name, followed by an underscore and the month of the activity and the year (e.g., ExampleName_112002).
- e. Click the "Save" button.

Submitting the Exported Files to the ANSETS Program

- a. Send all of the exports for a reporting period in a single email. Type the name of the site in the subject field if a single site is being sent, or type "Multiple Sites" if more than one site is being sent.
- b. It is recommended to archive multiple files into a single .zip file using WinZip or other file compression software.
- c. Provide the following additional data within the email message as follows:

- i. City where each site is located;
 - ii. Cost of the analytical services being performed (by laboratory); and
 - iii. Name, organization, and the date on which the data were compiled.
- d. Email the file(s) to Elizabeth Holman at EPA's Analytical Services Branch (ASB) at holman.elizabeth@epa.gov no later than 15 days after the end of the monthly sample collection period (i.e., monthly submissions are required). The preferred reporting schedule is provided below.

Sample Collection Time Period	Submission Deadline
January 1 - January 31	February 15
February 1 - 28	March 15
March 1 - 31	April 15
April 1 - 30	May 15
May 1 - 31	June 15
June 1 - 30	July 15
July 1 - 31	August 15
August 1 - 31	September 15
September 1 - 30	October 15
October 1 - 31	November 15
November 1 - 30	December 15
December 1 - 31	January 15

If a different reporting schedule is specified in your contract, follow the contractually required reporting schedule.

- e. Diskettes may be mailed to the following address:

Elizabeth Holman
 Ariel Rios Building (5102G)
 1200 Pennsylvania Ave., N.W.
 Washington, DC 20460